



# Senate Employment Bulletin

Placement Office

Office of the Sergeant at Arms

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June 26, 2007

The Senate Employment Bulletin is published weekly as a service to Senate offices choosing to advertise staff vacancies. The listing is updated online each Friday evening at [www.senate.gov/employment](http://www.senate.gov/employment) and printed copies are available every Tuesday in the Placement Office.

To apply for advertised positions, please follow the application instructions at the end of each advertisement. Indicate the job referral number associated with each ad and submit a separate resume for every position for which you wish to apply.

The advertisements appearing in the Senate Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the [Senate Employment Application Form](http://www.senate.gov/employment) accessible at [www.senate.gov/employment](http://www.senate.gov/employment) and participate in the walk-in informational interview in the Placement Office. For more information, please consult the [Placement Brochure](#) on the Web site or contact the Placement Office at (202) 224-9167.

**The United States Senate is an equal opportunity employer.**

- 070301**     **LEGISLATIVE CORRESPONDENT** - Democratic Senator seeks a Legislative Correspondent to answer constituent mail on a variety of issues. This person will also provide support to Legislative Assistants with research, memo writing and constituent meetings. Position requires excellent writing and communication skills, the ability to work under pressure, and handle multiple tasks. Equal Opportunity Employer. **Please send resume, cover letter and writing sample to [legcorrespondent@yahoo.com](mailto:legcorrespondent@yahoo.com).**
- 062601**     **HEALTH LEGISLATIVE ASSISTANT** – Democratic Senator on Finance seeks a senior Legislative Assistant to handle active health care agenda. Candidates should have expertise in current health care issues including SCHIP, Medicare, Medicaid, the uninsured, mental health, prescription drugs, and children’s health. Candidates must be able to develop strategy and advance legislative initiatives; and command strong written and oral communication skills. Relevant legislative experience required. **Please email resume and cover letter to [senatedemhealth@gmail.com](mailto:senatedemhealth@gmail.com).**
- 062602**     **STAFF ASSISTANT** – Midwestern Democratic Senator seeks an energetic, dependable Staff Assistant for a full-time position. Responsibilities include greeting visitors, answering phones, coordinating White House and Capitol tours and miscellaneous constituent requests. Candidates must have excellent communication skills and be able to multi-task in a fast-paced environment. No hill experience is necessary, but ties to Missouri are required. **Please email cover letter and resume to [McCaskilljobs@yahoo.com](mailto:McCaskilljobs@yahoo.com).**

**062604**

**MAIL MANAGER** – Senior Midwestern Democratic Senator seeks a Mail Manager to supervise five-person constituent mailroom operation. Responsibilities include distribution of mail to Legislative Correspondents, editing draft responses and managing movement of mail through approval process, coordinating mass mailings, and preparation of weekly mail reports. Individual must be well-organized and possess excellent writing skills, an attention to detail, ability to work independently. Hill experience and familiarity with Quorum also preferred. **Please email cover letter, resume and writing samples to MailDirectorJob@Yahoo.com. Applicants should respond by email only, no phone calls, please.**

**062605**

**SYSTEMS ADMINISTRATOR** - Midwestern Democrat is seeking a Systems Administrator to assist with a wide-array of technology-related tasks. This position is responsible for desktop, printer, Blackberry and server support, as well as creating and managing all user accounts. Additionally, this person would work to train new mail staff on the offices Constituent Services System. The position is also responsible for website administration and any technical support for the Senator's website. Familiarity with databases is encouraged. Knowledge of Windows operating systems and office applications is preferred. **Please send all resumes to senate\_employment@saa.senate.gov, indicating the job referral number in the subject line or fax to 202-224-4477.**

**062606**

**LEGISLATIVE ASSISTANT** - Republican Senator seeks mid-level Legislative Aide to handle Foreign Policy and National Security issues for active Senate office. Applicants should have expertise in both Europe and the Middle East. Qualified individuals will have strong writing, analytical and organizational skills related to foreign affairs. Duties include briefing the Senator, writing memos, drafting relevant legislation, writing speeches, statements and editorials. Some Capitol Hill experience is preferred but not required. **Please email a cover letter, resume and references to senate\_employment@saa.senate.gov indicating the job referral number in the subject line or fax to (202) 224-4477.**

**062607**

**PROFESSIONAL STAFF MEMBER** - Moderate Democratic Subcommittee Chairman is seeking a Professional Staff Member to perform government oversight work. Candidates should have strong writing and critical thinking skills. Hill experience preferred. Salary commensurate with experience. **Please email a cover letter, resume and references to senate\_employment@saa.senate.gov indicating the job referral number in the subject line or fax to (202) 224-4477.**

**062608**

**LEGISLATIVE CORRESPONDENT** - Republican Senator on the Senate Armed Services Committee (SASC) seeks Legislative Correspondent with strong writing, research, and oral communication skills. The individual will be responsible for drafting correspondence for defense, veterans, and foreign affairs issues and for assisting the Military Legislative Assistant with SASC responsibilities. **Please submit a cover letter, resume and writing sample to senate\_employment@saa.senate.gov indicating the job referral number in the subject line or fax to (202) 224-4477.**

**061901**

**PRESS SECRETARY** - Senator Sanders is seeking a Press Secretary for an active two-person communications office. The ideal candidate has Hill or related experience working with online, print, and broadcast media. Strong writing and editing skills a must for a position that oversees Web content management and op-ed drafting. Vermont connection preferred. This office is an equal opportunity employer and minorities are encouraged to apply. Please send resume, cover letter, and three writing samples to senatevt@gmail.com. **No phone calls please.**

**061902**

**CORRESPONDENCE DIRECTOR** – Republican Senator seeks to fill the position of Correspondence Director. Ideal candidates will be goal-oriented and possess a proven track record of meeting deadlines under pressure. The Correspondence Director will manage the work of the Legislative Correspondents working with them to adhere to strict deadlines responding to large volumes of constituent mail, e-mail and faxes. Other responsibilities include, but are not limited to producing regular mail reports to the Legislative Director, developing plans to respond to mail surges, maintaining an organized system to archive constituent mail, routing and assigning e-mails and electronic faxes, working with the CMS vendor to troubleshoot database problems, and some Systems Administrator duties (setting up new user accounts, serving as liaison between the office and the Sergeant at Arms HELP Desk). This office is extremely constituent-service oriented. Previous management experience and working with constituent mail in a government office is preferred. Knowledge of Correspondence Management Systems (CMS), specifically InterAmerica's CapCorr is a plus. This office is an equal-opportunity employer. **Interested candidates should email resume and cover letter to Correspondence.Director@gmail.com.**

**061903**

**GRANTS COORDINATOR** - Republican Senator seeks Grants Coordinator to assist state-based organizations pursuing federal grant funding. Duties will include providing liaison with local and state governments and non-profit organizations regarding funding needs and available grant opportunities; engaging federal agency staff to acquire information and promote applicants; and working with state and press staff to publicize grant related information. Candidates should be strongly detail oriented and able to track numerous projects simultaneously. Strong writing and interpersonal skills desired. Previous experience working with grants or federal agency regulatory structures a plus. This office is an equal opportunity employer. **Please fax resume and cover letter to 228-1930.**

**061904**

**STAFF ASSISTANT**- Western Democratic Senator seeks a personable, dependable and professional Staff Assistant for a very busy front office. Applicants must be able to handle a high-paced work environment, have exceptional interpersonal skills, be able to work well in a team environment, and have excellent oral and written communication skills. Western ties a plus. Please email a cover letter and resume to **DemSenatorJob@gmail.com.**

**061905**

**SYSTEMS ADMINISTRATOR** - Senate Committee seeks experienced Systems Administrator to manage all aspects of office computer operations. Responsibilities include, but are not limited to, hardware and software upgrades, troubleshooting, website maintenance, and total technological user support. Inventory control and budget management are within the scope of this position. Candidates should have a working knowledge of Server 2003, XP, Microsoft Office Suite, IIS, WSUS, Blackberries, and any software/hardware approved by SAA. HTML experience is a plus. Strong customer service skills, and the ability to organize and balance multiple tasks are a necessity. **Please e-mail a cover letter and resume to senate\_employment@saa.senate.gov indicating the job referral number in the subject line or fax to (202) 224-4477.**

**061906**

**LEGISLATIVE CORRESPONDENT** -Western Democrat seeks Legislative Correspondent with clear writing, research and oral communication skills to draft responses to constituent mail. The Legislative Correspondent works closely with the Legislative Assistant and must be motivated, self-disciplined and organized. In addition to a strong grasp of policy, ideal candidates should have a keen political sense and the ability to balance the competing interests of a demographically and ideologically diverse constituency. Applicants without a strong work ethic, ability to work under pressure and attention to detail need not apply. Some mail data-entry work is likely. Previous Hill experience preferred, but not required. **Please send resume and cover letter to resumes@salazar.senate.gov.**

**061907**

**LEGISLATIVE ASSISTANT** - Finance Committee Western Democrat seeks Legislative Assistant with strong writing, research and oral communication skills to be responsible for issues

including healthcare, Medicare, Medicaid, prescription drugs and education. The Legislative Assistant must be motivated, creative, self-disciplined and organized. In addition to a strong grasp of policy, ideal candidates should have a keen political sense and the ability to balance the competing interests of a demographically and ideologically diverse constituency. Applicants without a strong work ethic, ability to work under pressure and attention to detail need not apply. Previous Hill experience preferred. **Please send resume and cover letter to [resumes@salazar.senate.gov](mailto:resumes@salazar.senate.gov).**

**061908 EXECUTIVE ASSISTANT** - Democratic Senator seeks experienced Executive Assistant to work in active, fast-paced office. At least one year Executive Assistant/scheduling experience is necessary. Hill experience preferred. **Please submit cover letter, resume and a list of references to [senateea@gmail.com](mailto:senateea@gmail.com).**

**061909 LEGISLATIVE ASSISTANT** - Senior Democratic Senator seeks a Legislative Assistant to handle a portfolio that includes, but is not limited to, education, healthcare, Medicare/Medicaid, and related Finance Committee issues. This position requires excellent communication, research and writing skills, as well as the ability to work well under pressure and in a fast-paced environment. Advanced degree preferred and Hill experience required. **Interested applicants should fax cover letter and resume to (202) 228-4562, ATTN: Health LA Job. No calls please.**

**061910 MAILROOM DIRECTOR/WEBMASTER** - Democratic Senator has an immediate opening for a Mailroom Director/Webmaster in Washington, DC office. Individual will be responsible for managing large constituent mail operation and maintaining and improving the Senator's website. Applicants must possess strong communication and technical skills, and the ability to work well under pressure and in a fast-paced environment. Knowledge of InterTrac Constituent Management System and Macromedia Dreamweaver a plus. **Please fax cover letter and resume to (202) 228-4562, ATTN: Mailroom Director/Webmaster Job. No calls please.**

**061911 PROFESSIONAL STAFF MEMBER/COUNSEL** – Senate Committee seeks Professional Staff Member/Counsel to handle procurement-related issues. Duties involve drafting and managing procurement legislation, prepping for hearings and mark-ups, guiding GAO engagements, and assisting businesses in navigating the federal procurement process. Individual may also handle related issues such as A-76 and small business. Ideal candidate should have a strong academic background and relevant work experience, along with excellent oral and written communication skills. Law degree and legislative experience is preferred but not required. This office is an equal opportunity employer. **Please e-mail cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating the job referral number in the subject line or fax to (202) 224-4477.**

**061912 POLICY ADVISOR** - The Senate Democratic Policy Committee seeks a highly-motivated, team-oriented individual to handle the following issues: energy, environment, agriculture, and transportation. Applicants should be detail-oriented, possess strong research, writing and analytical skills, and have the ability to handle multiple tasks and deadlines in a fast-paced office. Hill experience is preferred. **Please fax resume and cover letter to Ayo Adeyeye, 202-228-3432.**

**061913 LEGISLATIVE CORRESPONDENT** – Southeastern Republican Senator seeks Legislative Correspondent to answer constituent mail and periodically meet with constituents regarding legislative interests. Legislative issues include, but are not limited to judiciary. Ideal candidates

will possess excellent writing and communication skills. Legislative Correspondents are required to maintain a tight deadline while often handling multiple tasks. Previous Capitol Hill experience preferred. This office is an equal opportunity employer. **Please fax cover letter, resume and short writing sample to 202-228-3573.**

- 061914      SYSTEMS ADMINISTRATOR/LEGISLATIVE CORRESPONDENT-** Democratic Senator seeks Systems Administrator/Legislative Correspondent. Systems responsibilities include: administering server updates, troubleshooting problems for staff, advising Office Manager on computer and technical purchases, and website maintenance. Candidates should possess strong interpersonal and organizational skills. Internet Quorum and Hill experience preferred. **Please email cover letter, resume and writing sample to sysadmin35@gmail.com.**
- 061915      SENIOR COMMUNICATIONS STAFF -** Press office of senior NE Democrat is looking for an experienced communications professional to lead a busy communications office. Responsibilities including daily coordination with legislative staff, drafting press releases, fielding requests from state and national press contacts and supervision and direction of press staff. Minimum 4 years experience required. Hill or campaign experience a plus. Ability to juggle multiple tasks and work under pressure while retaining a good nature is a must. This office is an equal opportunity employer. **Please submit resume and cover letter with two brief writing samples to SrDemComm@yahoo.com or fax to 202-224-4477.**
- 061916      BUDGET LA -** Senior NE Democrat is seeking a Legislative Assistant with prior Senate or Hill experience to be responsible for a portfolio of issues including: budget, tax, small business, trade, economy, insurance, Social Security and pensions/retirement security. This individual will monitor legislation and the federal budget processes, prepare briefing materials and draft amendments and legislative initiatives. This office is an equal opportunity employer. **Interested candidates should submit resume and cover letter to DemBudgetLA@yahoo.com or fax to 202-224-4477.**
- 061201      ECONOMIC DEVELOPMENT LA –** Opening in a senior New England Democratic Senator's office to work on economic development issues. The ideal candidate will have at least 3 years of Capitol Hill experience working on housing, banking, insurance, international trade, high technology R&D, and telecommunications. The position involves legislative work, as well as serving as the office's chief point of contact for constituents and the business community on these issues. Candidates must be self-starters with very strong writing and organizational skills. They must also possess the ability to handle multiple tasks and work under tight deadlines. A degree in business law is favored, but not required. A New England background is also helpful, but not required. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **For more information, please fax your resume, references and 1-2 short writing samples to (202) 224-5128.**
- 061202      PRESS SECRETARY -** Senior Democratic Senator is seeking a Press Secretary with strong speech writing skills for active office. Experience working with reporters required. Salary \$45K-\$60K, commensurate with experience. **Email resume to press\_secretary202@yahoo.com.**
- 061203      PRESS ASSISTANT -** West Coast Democratic Senator seeks Press Assistant for fast-paced communications office. Duties include, but are not limited to, drafting press releases and

statements, assisting with events, tracking media coverage, fielding press calls, managing website, writing weekly newsletter, and performing general press office support. Candidates must be able to work quickly and creatively in a high pressure environment, juggling multiple tasks under deadlines. Candidates must possess excellent writing and editing skills, take direction well and work well with the team. Prior Hill or campaign press experience a plus, but not required. Web skills are a significant plus, as is a good sense of humor. **Please email resume, cover letter, and three short writing samples to [pressopening@gmail.com](mailto:pressopening@gmail.com).**

**061205**     **LEGISLATIVE CORRESPONDENT** – Southeastern Republican Senator seeks Legislative Correspondent to answer constituent mail and periodically meet with constituents regarding legislative interests. Legislative issues include, but are not limited to defense and foreign affairs. Ideal candidates will possess excellent writing and communication skills. Legislative Correspondents are required to maintain a tight deadline while often handling multiple tasks. Previous Capitol Hill experience preferred. This office is an equal opportunity employer. **Please fax cover letter, resume and short writing sample to 202-228-3573 to the attention of the Legislative Director.**

**061206**     **LEGISLATIVE CORRESPONDENT** – Southeastern Republican Senator seeks Legislative Correspondent to answer constituent mail and periodically meet with constituents regarding legislative interests. Legislative issues include, but are not limited to energy and the environment. Ideal candidates will possess excellent writing and communication skills. Legislative Correspondents are required to maintain a tight deadline while often handling multiple tasks. Previous Capitol Hill experience preferred. This office is an equal opportunity employer. **Please fax cover letter, resume and short writing sample to 202-228-3573 to the attention of the Legislative Director.**

**060502**     **CHIEF LEGISLATIVE CORRESPONDENT** - Senior Democratic Senator seeks bright, detail-oriented staffer to serve as Chief Legislative Correspondent. Responsibilities include overseeing a high-volume constituent mail operation and a team of Legislative Correspondents. In addition to proofreading and editing all outgoing mail, this position also includes a portfolio of LC issues. Applicants must have excellent writing and communication skills, an understanding of the legislative process, a passion for public service, and an ability to work well with others. Maryland connections preferred. **Please email cover letter, resume and writing sample to [jobs@mikulski.senate.gov](mailto:jobs@mikulski.senate.gov). NO PHONE CALLS PLEASE.**

**060503**     **LEGISLATIVE ASSISTANT** - Senate Committee seeks Legislative Assistant to handle a combination of administrative and legislative responsibilities. Administrative duties involve supporting senior Banking Committee staff members, including the Staff Director, preparing materials for hearings and mark-ups, supervising interns and assisting with the day to day functioning of the Committee. Legislative responsibilities would involve research on Committee legislative issues and working closely with senior staff responsible for those issues. The ideal candidate should have a strong academic background and some relevant work experience, along with excellent oral and written communication skills. Senate experience is preferred but not required. This office is an equal opportunity employer. **Please e-mail resume and cover letter to [SenateDemLA@yahoo.com](mailto:SenateDemLA@yahoo.com) indicating the job referral number in the subject line, or fax to (202) 224-4477.**

**052901**     **ACCOUNTANT/AUDITOR** – Senate Committee seeks Accountant/Auditor. Primary responsibilities will include: processing the receipt, distribution and approval of vouchers received from the Disbursing Office; answering telephonic inquiries on all financial and administrative matters; resolving financial and administrative inquiries from the Disbursing office; reconciling the parking reports from the SAA's office with the Public Transportation Subsidy Program from the Keeper of Stationery; participates in dl f ~ e tosf FMIS including developing and executing Rules Committee Audit Plan for implementation in Senate; responsible for development of ad hoc reporting capability FMIS database; recommends changes

to policy and regulations as a result of execution of compliance audits; support the Director of Administration and Policy as requested; all other duties assigned by the Director of Administration and Policy and Staff Directors. Requirements: excellent verbal and written communication skills in developing & executing Audit Plans; working knowledge of generally accepted accounting principles for accounting systems, ability to consolidate financial income statements and balance sheets; expertise in developing and executing ad hoc reports; working knowledge of various office computer software and hardware applications as well as a degree in accounting or equivalent experience. This position is non-designated, therefore will support both the Majority and Minority staffs. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov or fax to (202) 224-4477.**

**052903**      **SYSTEMS ADMINISTRATOR** - Senate office seeks Systems Administrator to manage servers, administer email accounts, and manage constituent correspondence management system (CCMS). This position would report to the office's Technology Director, and would be responsible for: creating and managing user accounts; monitoring and backing up file servers; and providing technical support on PCs, printers, Blackberries, and other office equipment. The Systems Administrator will also handle account maintenance and mail/constituent management responsibilities using the office's CCMS. Applicants should possess strong technical and interpersonal skills as well as the ability to work under deadline in a high pressure environment. Familiarity with Windows operating systems and MS Office software required. Experience with MySQL and PHP encouraged. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in subject line or fax to (202) 224-4477.**

**052904**      **PRESS SECRETARY** - Western Democratic Senator seeks a Press Secretary to handle day-to-day relations with the media and be the Senator's primary spokesperson. Working with the Communications Director, the Press Secretary will develop and implement a communications strategy for outreach to the press, media and constituent groups. The Press Secretary will be responsible for developing and maintaining relationships with members of the state and national press corps, and for drafting press releases and advisories. Strong writing skills, on-the-record experience, attention to detail and solid organizational skills are required. Hill experience is preferred. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating the job referral number in the subject line or fax to (202) 224-4477.**

**052905**      **LEGISLATIVE ASSISTANT** – Senior Midwest Republican Senator seeks Legislative Assistant to handle tax, budget, housing/real estate, financial services, pension, small business and Social Security issues. Individual will be responsible for monitoring pending legislation, drafting amendments and bills, meeting with constituents and lobbyists, preparing briefing material for the Senator for floor presentations, speeches, office meetings, and state events. Law or other advanced degree desirable. Expertise in tax and economic policy, knowledge of Senate Floor procedures, and strong Hill experience preferred. Characteristics and skills should include an ability to analyze issues, strong oral and written communication skills, sound political judgment, and the ability to work under pressure. Salary commensurate with experience. **Please fax resume, writing sample and cover letter to 202-228-2088.**

**052907**      **STAFF ASSISTANT** - Senator Kennedy's education office of the Health, Education, Labor and Pensions Committee seeks an energetic, organized Staff Assistant for full-time position. Staff Assistant will provide support to the Chief Education Advisor and other senior education staff members. Responsibilities include managing all of the administrative responsibilities of the office, including answering phones, creating charts, and managing interns. Staff Assistant will also draft letters, speeches and memos, and will be given other responsibilities. Ability to meet deadlines, juggle multiple tasks, and work in a fast-paced environment is a must. Excellent

organizational, administrative, writing, computer, and people skills also a must. This is an excellent opportunity to become part of a motivated team working on behalf of a Senator with proven experience to make a difference in the lives of American families. Experience and/or interest in education issues is a plus, but not necessary. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **To apply, please fax a cover letter and resume to (202) 228-0924 or e-mail to [HELPedStaffAsst@gmail.com](mailto:HELPedStaffAsst@gmail.com).**

- 052908**      **SCHEDULER** – Republican Senator seeks highly-qualified individual to schedule in an extremely fast-paced office. Primary responsibilities will include, but are not limited to, the following: coordination of DC schedule, travel arrangements, invitation regrets, coordination of photo sessions, correspondence, and other similar duties. Qualified candidates must be detail-oriented, have excellent communication and organizational skills, an ability to perform under pressure and an understanding of confidentiality and discretion. Experience in scheduling recommended. **Please e-mail cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line or fax to (202) 224-4477.**
- 052909**      **LEGISLATIVE FELLOW**- Democratic Senate office has an immediate opening for a Legislative Fellow who will focus on transportation policy including aviation, surface transportation, and maritime, and will work with the Legislative Assistant and Projects Director and other Senate staff as appropriate. Duties include -- drafting briefing and information memos, researching and tracking legislation, assisting constituents with transportation issues, meeting with interest groups, and attending relevant hearings and briefings. Experience in transportation policy (esp. Federal or State Department of Transportation) and Congressional experience preferred. Fellow should be comfortable working in a fast-paced office environment. **Please send resume, including references, and two 1-2 page writing samples to: [transportation.fellow@gmail.com](mailto:transportation.fellow@gmail.com) Equal opportunity employer.**
- 052910**      **PRESS ASSISTANT** - Democratic Senator seeks energetic Press Assistant to assist Communications Director in fast-paced, busy press office. Duties include drafting news releases and advisories, assisting with media events, tracking media requests, monitoring media coverage, managing media lists and contacts, and day-to-day management of our website. Candidates should have the ability to work quickly and creatively, and have a working knowledge of the national press. Must also have excellent writing and verbal communication skills. Prior Hill or campaign press experience a plus. **Please e-mail cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line or fax to (202) 224-4477.**
- 052201**      **SENIOR ECONOMY LEGISLATIVE ASSISTANT** – Democratic Member of the Foreign Relations Committee seeks a Senior Economy Legislative Assistant. Qualified applicants must possess robust background in economics, substantial knowledge of the federal budget process, and demonstrate exceptional analytical oral and written communication skills. Prior Hill, Federal agency, or policy think tank experience preferred. **Please e-mail cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line or fax to (202)224-4477.**
- 052202**      **SYSTEMS ADMINISTRATOR** – Democratic Senator seeks Systems Administrator for busy office responsible for maintenance of computer network, desktop units, blackberries and constituent mail processing systems for DC and state offices. Must be able to troubleshoot hardware and software problems, supervise data-entry staff, and assist staff with any problems



which might arise. Knowledge of Intertrac is encouraged. **Please e-mail cover letter and resume indicating the job referral number in the subject line to senate\_employment@saa.senate.gov or fax to (202) 224-4477.**

- 052203**      **CORRESPONDENCE MANAGER AND EDITOR** - Midwestern Democratic Senator seeks a goal-oriented individual with strong editing skills and a feel for policy to manage a high-volume constituent mail operation. Responsibilities include, but are not limited to, monitoring staff achievement of goals for timely processing of mail, developing and implementing strategies for dealing with volume surges and other contingencies in order to meet goals, promoting teamwork and accountability, providing guidance to Legislative Correspondents and Staff Assistants on the content and disposition of letters, and proofreading and editing all outgoing correspondence. Previous Hill experience as an LC or in another mail writing capacity is strongly preferred. **Please e-mail cover letter, resume, and references who can attest to the candidate's editing skills to senate\_employment@saa.senate.gov or fax to (202) 224-4477.**
- 052204**      **LEGISLATIVE ASSISTANT** - Senior Republican senator is looking for a Legislative Assistant to handle healthcare issues. This portfolio would include Medicare/Medicaid, welfare, SCHIP, prescription drugs, health insurance, NIH, FDA, hospitals, and other issues as assigned. The successful candidate will work well in a team environment and possess strong written and oral communication skills. **Please email cover letter and resume indicating the job referral number in the subject line to senate\_employment@saa.senate.gov or fax to (202) 224-4477.**
- 052206**      **LEGISLATIVE ASSISTANT** – Midwestern Democratic Senator has an immediate opening for a Legislative Assistant to handle the issues of veterans and defense. Applicants with experience in these issues are preferred. Hill experience is required; appropriations experience is a plus. Applicants should have excellent research, writing and oral communication skills and the ability to work in a fast-paced environment. **Please e-mail cover letter, resume and brief writing sample to senate\_employment@saa.senate.gov or fax to (202) 224-4477.**
- 052207**      **ATTORNEY** – The Office of Compliance is seeking an Attorney to provide legal support and investigate complaints alleging violations of the Occupational Safety and Health Act, Americans with Disabilities Act (public access) and Unfair Labor Practice charges, as applied through the Congressional Accountability Act, within the Legislative Branch of the Federal Government. Facilitates the investigatory process and recommends appropriate course of action to ensure compliance. Conducts legal research/analysis of federal statutes, regulations, industry standards, and guidelines. Prepares documents in the development of case files. Knowledge of Occupational Safety and Health law, or related experience in environmental, personnel, labor, workers compensation, or similar fields. Knowledge of investigation principles, techniques, and procedures. Ability to communicate in writing and orally. Experience in the development and processing of case files. Required information: Resume, Bar membership info, written narrative for KSA's, and original writing sample. **Please fax information to 202-426-1663 or e-mail kschl@loc.gov attention Kathy Schluter.**
- 051506**      **LEGISLATIVE ASSISTANT** - East Coast Democrat is seeking an experienced Legislative Assistant to handle a host of issues, such as defense, education, agriculture, budget, Social Security and retirement issues. Candidate must be able to handle complex set of issues in a fast-

paced environment. Strong spoken and written communication skills are required. Previous Hill experience is strongly preferred. **Candidates should e-mail resumes to [senatedem2007@yahoo.com](mailto:senatedem2007@yahoo.com).**

**050807 RESEARCH INTERNS** - Senior Democratic Senator seeks unpaid Research Interns to conduct legislative and press research. The work will be difficult, but interns will gain a detailed understanding of legislative history. Only highly organized and focused individuals need apply. **Please email cover letter and resume to [intern.research@gmail.com](mailto:intern.research@gmail.com).**

**050809 FALL INTERNS-** Republican Committee Office seeks college students and recent college graduates for unpaid, full-time internships. Responsibilities include assisting staff with legislative research, letter drafting, administrative duties, assisting with hearings and briefings, compiling daily press clips and assisting with special projects. Applicants should have strong written and verbal skills, and be able to multi-task in a fast-paced environment. **Please send a cover letter, resume to [committeejobs@yahoo.com](mailto:committeejobs@yahoo.com).**

**050810 OFFICE MANAGER** - Progressive Midwest Democrat has an immediate opening for an Office Manager. Responsibilities include overseeing junior staff, monitoring the mail system, hiring, and assisting the Administrative Director and the Chief of Staff. Candidates must be detail oriented, professional, dependable, and possess strong leadership and communication skills. Excellent organizational, administrative, writing, computer and interpersonal skills a must. Congressional experience and Wisconsin connections strongly preferred. **Please fax cover letter, resume and salary requirements to (202) 224-2725.**

**050811 PRESS ASSISTANT** - Midwest Democratic Senator seeks hard-working and energetic Press Assistant for busy press shop. Responsibilities include writing press releases, managing Senate website, fielding media inquiries, conducting media research, compiling daily clips, drafting memos and Congressional Record statements, and overseeing press files. Ideal candidate will have previous Hill or campaign press experience, excellent writing and organizational skills, and the ability to handle a fast-paced environment. **Interested applicants should email a cover letter, résumé, and two writing samples to [PressAssistantSearch@yahoo.com](mailto:PressAssistantSearch@yahoo.com).**

**050812 EXECUTIVE ASSISTANT** - Senior Democratic Senator seeks experienced Executive Assistant to join the senior management team to provide administrative support for the Senator; prepare personal correspondence; make all travel arrangements; manage junior administrative staff; manage relations with other Senate offices and with state and federal agencies; coordinate meetings; and execute special events and projects for the Senator. Ideal candidate should have a college degree, Capitol Hill scheduling or administrative experience, excellent writing skills, and be able to work well with others in a fast-paced environment. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **Please submit a cover letter and resume by fax to (202) 224-2417 or by email to [demresumes@hotmail.com](mailto:demresumes@hotmail.com).**

**050813 HEALTH LEGISLATIVE ASSISTANT** - Democratic Senator on the Health, Education, Labor, and Pensions (HELP) Committee seeks a senior Legislative Assistant to handle health, aging, and Social Security. Applicants should have expertise in current health care issues including SCHIP, Medicare, Medicaid, the uninsured, mental health, prescription drugs, children's health, and appropriations. At least four years of Hill experience is required and experience working on or with the HELP Committee and/or with the Labor, Health and Human Services, and Education Appropriations Subcommittee is strongly preferred. Qualified candidates will also have strong writing, analytical, negotiation, and organizational skills; the

ability to perform well under pressure and while juggling multiple tasks; and sound political judgment. The Legislative Assistant will be expected to handle relevant committee work and related constituent matters. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line or fax to (202)224-4477.**

- 050814**      **LEGISLATIVE AIDE** - Democratic Senator seeks a Legislative Aide to both handle issues such as trade, budget, the economy, and pensions, as well as respond to constituent mail on these and other matters. Qualified candidates will have at least two years of Hill experience preferably as a Legislative Correspondent and expertise in one or more of these issue areas, as well as strong writing, analytical, negotiation, and organizational skills; the ability to perform well under pressure and while juggling multiple tasks; and sound political judgment. Rhode Island ties a plus. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line or fax to (202)224-4477.**
- 050102**      **PRESS SECRETARY**– U.S. Senator Barbara Boxer seeks experienced Press Secretary for busy Washington D.C. press office. Individual's primary responsibilities include assisting Communications Director with handling inquiries from national and regional press, as well as drafting and editing speeches, statements, and Op-Eds under tight deadlines. This position requires a minimum of five years experience in media relations. Candidates with Capitol Hill experience and Spanish language fluency preferred. **Please email cover letter and resume to coverletter.resume@gmail.com. No phone calls.**
- 042405**      **BANKING/FINANCIAL SERVICES LA** - Democrat on Banking Committee seeks highly-motivated Legislative Assistant to handle banking/financial services, housing, economic policy and federal Judiciary issues. Knowledge of credit card industry and federal housing finance issues a plus. Duties would involve advising the Senator on various policy issues, writing talking points, preparing for hearings and markups, and overseeing Banking subcommittee agenda. Applicants should have strong written and oral communication skills, as well as Capitol Hill or related experience. **Please send resume to bankingdemocrat@yahoo.com.**
- 041704**      **LEGISLATIVE ASSISTANT** – Progressive Western Democrat seeks **Legislative Assistant** to handle transportation, homeland security, energy, related appropriations and other issues. Candidates should possess significant policy experience and be able to handle multiple tasks in a fast-paced environment and possess strong communication and writing skills. Must be team-oriented. Hill experience a plus. Salary commensurate with experience. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in subject line or fax to (202) 224-4477.**
- 041709**      **CORRESPONDENCE MANAGER AND EDITOR** - Republican Senator seeks motivated individual to manage large volume constituent mail operation. Responsibilities include, but are not limited to, providing editorial guidance to Legislative Correspondents, proofreading and editing outgoing correspondence, compiling weekly reports on mail volume, and ensuring that constituent mail is responded to in a timely manner. Previous experience as a Legislative Correspondent and knowledge of InterTrac is preferred. Candidates should have excellent writing and editing skills. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in subject line or fax to (202) 224-4477.**

- 041710**      **LEGISLATIVE ASSISTANT** – Republican Senator with strong interest in healthcare policy seeks motivated individual to handle healthcare issues. Interested candidates must be able to handle multiple assignments, navigate the politics as well as the policy issues surrounding healthcare debates, and have strong communication and organizational skills. Previous Capitol Hill and private sector experience in the healthcare field preferred. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in subject line or fax to (202) 224-4477.**
- 041001**      **HEALTH LEGISLATIVE ASSISTANT** - Senator Sanders seeks experienced staffer to handle active health care agenda. Applicants should have a strong command of current health care issues including Medicare and Medicaid, SCHIP, prescription drugs, as well as an understanding of the issues surrounding universal coverage. Senate experience is required and experience working with or on the HELP Committee is strongly preferred. This office is an equal opportunity employer and minorities are encouraged to apply. **Please send resume, cover letter and salary history to senatevt@gmail.com. No phone calls please.**
- 041003**      **SENIOR ECONOMIST** - Professional Economist needed for Democratic staff of the Congressional Joint Economic Committee to conduct economic analyses of critical policy issues in the areas of either international trade or energy. Advanced degree in economics required. Salary commensurate with experience and abilities. **Please submit a detailed cover letter, resume, short writing sample, and list of references to jobs@jec.senate.gov.**
- 041007**      **FINANCE/BUDGET/TAX LA** - Republican Senator is looking for a senior LA for personal office to cover finance, budget and tax issues. Applicants must have at least 3 years of policy experience. Graduate or law degree is required. This is a senior staff position and compensation will be commensurate to experience. Applicants have demonstrable knowledge of tax, finance and budget policy. **Resumes should be faxed to Legislative Director at 202-228-0566.**
- 040305**      **ENERGY/AGRICULTURE LA** - Moderate Western Democratic Senator seeks Legislative Assistant to handle Energy, Agriculture, and Transportation portfolio. Position would include some work on Climate Change issues. Relevant legislative experience required. **Please send resume and two writing samples, with the subject line "Energy/Agriculture LA" to: senate\_job\_110th@yahoo.com.**
- 040308**      **ASSISTANT TO THE CHIEF OF STAFF** – Southern Republican Senator has an immediate opening for an Assistant to the Chief of Staff. Responsibilities include maintaining the Chief of Staff's and staff calendar, assisting the Senator's Scheduler with the Senator's calendar, financial bookkeeping, travel arrangements, and projects such as intern coordination including hiring and supervising. Candidates must be professional, dependable, very detail-oriented, possess strong communication skills and have the ability to multi-task. Hill experience is strongly preferred. **Please e-mail cover letter and resume indicating job referral number in subject line to senate\_employment@saa.senate.gov or fax to (202) 224-4477.**
- 032005**      **PRESS SECRETARY**- Republican Southeastern Senator seeks an experienced, creative Press Secretary. Responsibilities include fielding daily press calls and serving as a spokesperson for the Senator; producing press releases, statements, electronic material, website and other media relations material; coordinating media interviews; developing and maintaining productive relationships with state and national media; proactively pitching story ideas to press and developing creative media activities, and implementing office communications goals. Successful candidates must be dynamic, problem-solving, team players who have previous communications experience in public policy and/or politics. Salary is commensurate with experience. This office is an equal opportunity employer. **Please fax cover letter and resume to 202-228-6101.**

- 032008**      **STAFF WRITER, COMMUNICATIONS TEAM**– Democratic Senator seeks organized, energetic staffer with strong writing background to serve in a number of writing capacities within the press operation. Position reports to the Communications Director, but works across departments, including regular interaction with the legislative team. Duties include serving as adjunct speechwriter for the Senator on smaller speeches; drafting talking points on legislative issues for both internal and external use; writing op-eds for the Senator on policy initiatives; writing column for weekly newspapers; and developing office position papers. Duties may also include assisting the communications department with surrogate identification and scheduling, press event development and outreach to the blog community. Preferred candidates should have knowledge of congressional legislative process and have at least 2-3 years of writing or speechwriting experience. Salary commensurate with experience. **Please send resumes to: Senatewritingjob@hotmail.com or fax cover letter indicating job referral number with resume to (202) 224-4477.**
- 030606**      **ENERGY LEGISLATIVE ASSISTANT** - Senior Democratic Senator seeks highly-qualified individuals for an Energy LA position. Extensive experience in energy policy is essential and background in national security is also important. **Interested applicants should send their resumes to DemEnergyLA@yahoo.com.**
- 021305**      **LEGISLATIVE CORRESPONDENT** - Democratic Senator seeks a Legislative Correspondent to answer constituent mail on a variety of issues. Topics may include, but are not limited to, environment, energy, and agriculture. Position requires excellent writing and communication skills, as well as the ability to work under pressure, handle multiple tasks, learn quickly and contribute as a team player. Pacific Northwest ties and Capitol Hill experience a strong plus. Equal Opportunity Employer. **Please send resume and cover letter to environmentlc@yahoo.com**
- 012308**      **HEALTH POLICY ADVISOR** - Senior Democrat, prominent in health care issues, seeks highly skilled health policy player for active personal office. Successful candidate must be able to generate ideas – large and small – and possess strong writing, organizational and interpersonal skills. Previous Hill experience preferred, but not required. Salary range: \$80K-\$100K. Equal Opportunity Employer. **Send resume to healthadvisorposition@yahoo.com.**